



General Plan Amendment

Development Application Checklist

Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 5 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. General Plan Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$_____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner (form provided)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	9. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. General Plan Neighborhood Involvement & Public Notification Program (form provided) <ul style="list-style-type: none"> • Provide proof of involvement <u>AT THE BEGINNING</u> of the required six (6) month public input timeframe for major amendments and three (3) months for other amendments. • Record of all <u>dates</u> and <u>types</u> of public notification/involvement – letters, meetings, phone calls, open houses etc.; person/organization(s) contacted; address and telephone information regarding person/organization(s) contacted. Provide minutes of all meetings.
		11. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. A completed Neighborhood Involvement packet and Report, describe the key issues with respect to this general plan amendment that have been identified by the surrounding neighborhoods through the public involvement program. What adjustments or refinements have been made to the plan in response to these issues?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2"x11" Paper <ul style="list-style-type: none"> • 8-1/2" x 11" - 1 copy of the set of prints • See attached <u>Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. • 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal. At the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Provide a Series of Context Graphics or Tables That Depict the Following Information: <ul style="list-style-type: none"> • Graphic 1: <u>Existing</u> General Plan land use, transportation, character, and open space designations for the subject property and for all surrounding properties • Graphic 2: <u>Proposed</u> General Plan designations for the subject property and all existing General Plan designations that will remain. This graphic should include total acreage of the General Plan designation being proposed. • Graphic or Table 3: <u>Existing</u> Character Area Plan elements, if site is located within an approved/adopted Character Area plan. • Graphic or Table 4: <u>Existing</u> Neighborhood Plan elements, if site is located within an approved/adopted Neighborhood Plan area.

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>15. Application Narrative</p> <ul style="list-style-type: none"> 8 ½" x 11" – 17 copies <p>A narrative description, analysis and justification of how the proposed GPA would support or change the approved plans, goals, and/or policies contained in each of the following General Plan guiding principals and elements: (follow the online links for descriptions of the Guiding Principles http://www.scottsdaleaz.gov/GeneralPlan/VisionValues.asp and Elements as listed).</p> <p>a. Value Scottsdale's Unique Character and Lifestyle:</p> <ul style="list-style-type: none"> i. Character and Lifestyle (http://www.scottsdaleaz.gov/GeneralPlan/CharacterDesign.asp) ii. Land Use (http://www.scottsdaleaz.gov/GeneralPlan/LandUse.asp) <p>b. Support Economic Vitality:</p> <ul style="list-style-type: none"> i. Economic Vitality (http://www.scottsdaleaz.gov/GeneralPlan/EconomicVitality.asp) <p>c. Enhance Neighborhoods:</p> <ul style="list-style-type: none"> i. Community Involvement (http://www.scottsdaleaz.gov/GeneralPlan/CommunityInvolvement.asp) ii. Housing (http://www.scottsdaleaz.gov/GeneralPlan/Housing.asp) iii. Neighborhoods (http://www.scottsdaleaz.gov/GeneralPlan/Neighborhoods.asp) <p>d. Open Space:</p> <ul style="list-style-type: none"> i. Open Space and Recreation (http://www.scottsdaleaz.gov/GeneralPlan/OpenSpace.asp) ii. Preservation and Environmental Planning (http://www.scottsdaleaz.gov/GeneralPlan/Preservation.asp) <p>e. Seek Sustainability:</p> <ul style="list-style-type: none"> i. Cost of Development (http://www.scottsdaleaz.gov/GeneralPlan/CostOfDevelopment) ii. Growth Areas (http://www.scottsdaleaz.gov/GeneralPlan/GrowthAreas.asp) iii. Public Services and Facilities (http://www.scottsdaleaz.gov/Generalplan/GrowthAreas.asp) <p>f. Advance Transportation:</p> <ul style="list-style-type: none"> i. Community Mobility (http://www.scottsdaleaz.gov/GeneralPlan/CommunityMobility.asp)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>16. In the Application Narrative, provide a discussion of how your proposed amendment contributes to achieving the city's goals regarding scenic corridors, vista corridors, character area plans, neighborhood plans, housing diversity, economic diversity, and transportation accessibility and modes other than automobile traffic.</p>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>17. Provide an Analysis of the Following:</p> <ul style="list-style-type: none"> If this is a General Plan <u>land use</u> amendment the proposed changes include _____ amount of acres/dwelling units/square footage changing from General Plan land use designation(s) _____ to General Plan land use designation(s) _____. The estimated increase or decrease in population this proposed General Plan amendment will create is _____ (circle one – increase or decrease or no change). The estimated increase or decrease in elementary, middle and high school age children this proposed General Plan amendment will create is _____ (circle one – increase or decrease or no change). The estimated impact this proposed General Plan change will have on water use per year will be _____ (circle one – increase or decrease or no change). The estimated impact this proposed General Plan change will have on wastewater generation per year is _____ (circle one – increase or decrease or no change). The estimated impact this proposed General Plan change will have on solid waste generation per year is _____/tons (circle one – increase or decrease or no change). The estimated impact this proposed General Plan change will have on vehicle trips per day is _____ (circle one – increase or decrease or no change). The estimated number of employees this proposed General Plan change will result in is _____ (circle one – increase or decrease or no change). A significant consideration of any proposed General Plan Amendment is the potential impact that a change in land use and/or development of property will have on dwelling unit, population and/or employment densities; public infrastructure and facilities demand; transportation networks; and the physical environment. The net resulting impacts of a proposed change might be favorable, unfavorable or of no effect, depending on the nature of the change and the size of the physical area that would be the subject of the change. The Advance Planning Unit of Scottsdale's Planning and Community Development Department has developed a Land Use Impact electronic spreadsheet model that enables an analysis and projection of the impacts of the use and development of land areas of any size in any of the city's Planning Zones and for any purpose proposed under the Land Use Element of the city's General Plan. The model runs on the Microsoft Office 2000 Excel program and is available at: http://www.scottsdaleaz.gov/bldgresources/planning/PolicyCards/LandUseImpactModel.xls The only input necessary to run the model is the total acreage included in a proposed GPA, by specified land use category; and the output is a single page table with summary listing and graph of all requisite impact data. GPA applicants may contact the Advance Planning unit at 480-312-7990 for an appointment to have an in-house Land Use Impact model analysis run for the proposed GPA.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>18. General Plan Element Analysis: provide discussion and analysis of any changes to all general plan elements that your proposed amendment would make, include narrative discussing those plans, goals, and/or policies proposed for changes (list each element & discuss the applicable plans & policies within each element as it relates to your proposed amendment).</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>19. Proposition 207 wavier or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>20. Other:</p> <hr/> <hr/>

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PART II – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input checked="" type="checkbox"/>		<p>5. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: _____</p> <p>Coordinator email: _____ Date: _____</p> <p>Coordinator Signature:</p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning, Neighborhood and Transportation Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/bldgresources/forms.</p> <p>Planning, Neighborhood and Transportation Division One Stop Shop Planning, Neighborhood & Transportation Administrator 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>

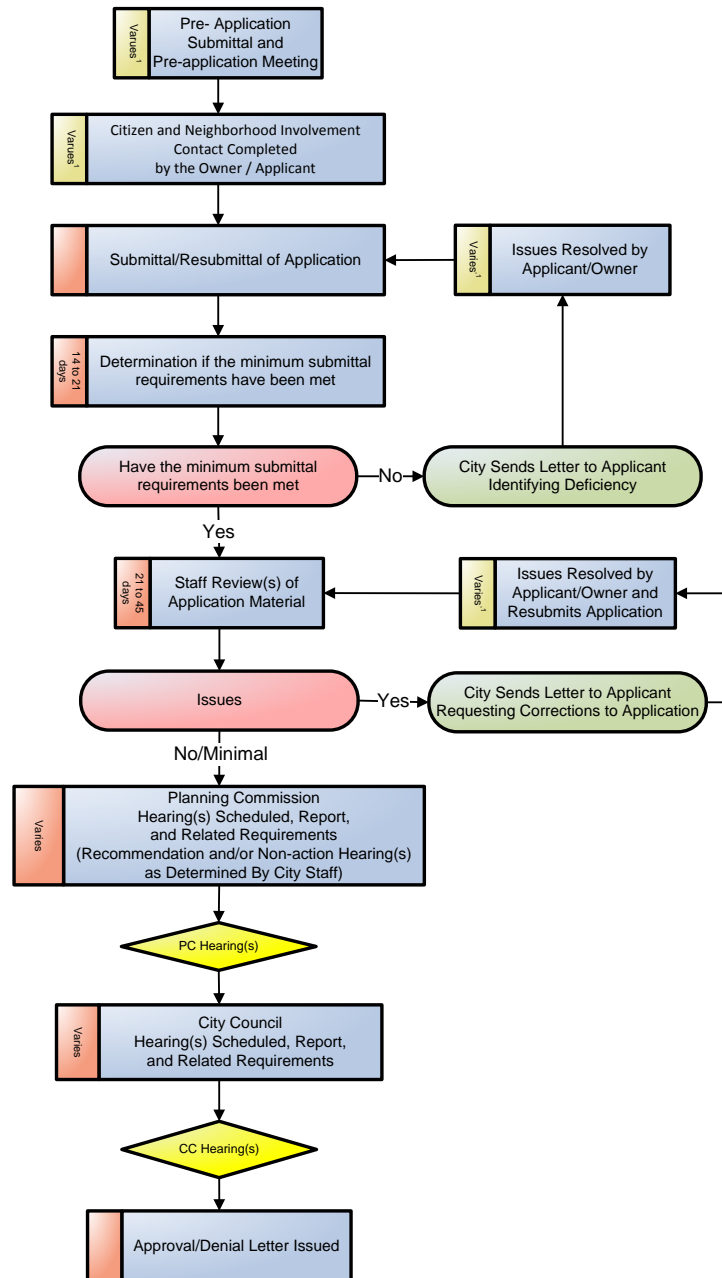
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Development Applications Process

Non-Major General Plan Amendment (GP)



Note:

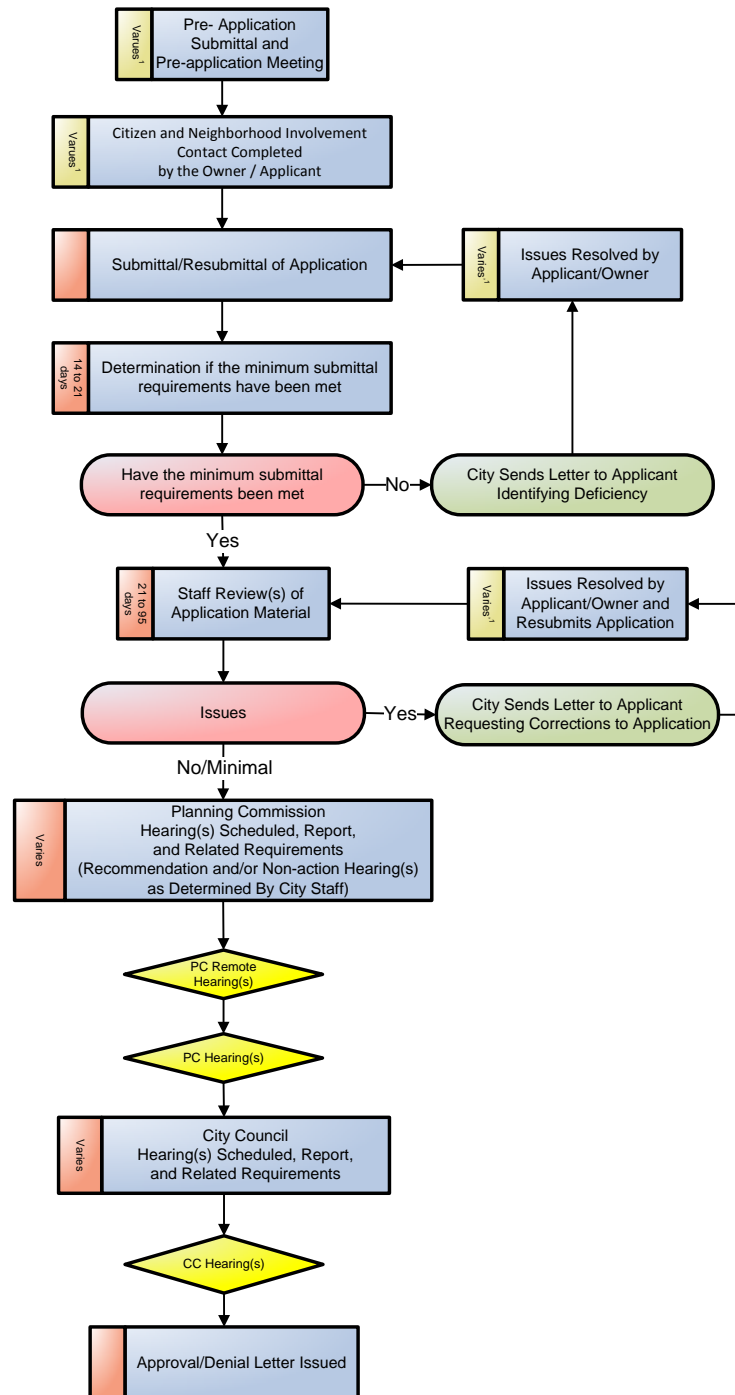
1. Time period determined by owner/applicant.

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Development Applications Process

Major General Plan Amendment (GP)



Note:

1. Time period determined by owner/applicant.